



## Paralegal / Legal Assistant

### Program Options:

#### AAS – Paralegal / Legal Assistant

#### Certificate Level 2 – Paralegal General

*Collin College's Paralegal Program is approved by the American Bar Association (ABA).*

Law firms, corporations and governmental agencies hire paralegals/legal assistants to manage an array of legal responsibilities under the direction and supervision of a licensed attorney. Paralegals must be proficient in computer skills, legal terminology and legal procedures. The AAS degree in Paralegal / Legal Assistant provides excellent training in these areas and offers opportunities for specialization. This program does not qualify a graduate to take a state bar exam, represent clients in court, give legal advice, or provide independent legal services. Successful completion of the AAS Paralegal/Legal Assistant program meets the current eligibility requirements to qualify to take the Certified Paralegal Examination. Students should contact the National Association of Legal Assistants (NALA) for changes or alternate qualifications to sit for the CP Exam.

If your program requires a criminal background check, your placement in a required clinical site, cooperative, practicum, internship, and/or licensure/certification opportunity may be impacted. If you have any questions or concerns, please contact your program director and check with your licensing/certifying entity, if any, to determine your status.

#### Paralegal Program Goals

Consistent with the core values of the district, the mission of the paralegal studies program is to further the paralegal profession by providing specialized training and education in law and legal procedure that will produce graduates who are prepared to enter the legal workforce with sufficient technology skills and a firm understanding of the ethical responsibilities of the attorney and paralegal.

The goals of the paralegal program are:

1. The program will reflect a diverse student body.
2. The program will produce graduates who possess the legal knowledge and technology skills necessary to qualify them for employment in a legal work environment.
3. The program will produce graduates who demonstrate an understanding of their ethical responsibility in the legal profession.
4. The program will emphasize written communication skills.

5. The program will promote opportunities to service the needs of the local community and encourage *pro bono* and public interest causes.

Texas Woman's University (TWU) and Collin Paralegal/Legal Assistant programs entered an articulation agreement effective fall 1999, which establishes a plan for students to obtain an AAS degree from Collin and a Bachelor of Science in Government - Legal Studies Emphasis degree from TWU. Collin College established a similar articulation agreement with Texas A&M University-Commerce, effective fall 2004, for the Bachelor of Arts/Science in Political Science with Emphasis in Paralegal Studies degree.

Admission to the Paralegal / Legal Assistant Associate of Applied Science Program is open to all students. Students with a prior degree **may be** eligible for admission to the Level II Paralegal General Certificate program. See certificate pre-entrance requirements.

Students planning to transfer to a college or university should check with Collin academic advisors. Also check the degree requirement of the intended transfer college prior to beginning this program to verify course degree applicability.

## AAS – Paralegal / Legal Assistant

60 credit hours

### FIRST YEAR

#### First Semester

<u>ENGL</u> 1301	<u>Composition I</u>
LGLA 1303	Legal Research
LGLA 1307	Introduction to Law and the Legal Professions
<u>MATH</u> 1314	<u>College Algebra</u> <sup>1</sup>

#### Second Semester

GOVT 2305	Federal Government (Federal constitution and topics) <sup>2</sup>
LGLA 1305	Legal Writing
LGLA 1342	Federal Civil Litigation
LGLA 2303	Torts and Personal Injury Law

#### Summer

ENGL 1302	Composition II
LGLA 1351	Contracts
LGLA 2311	Business Organizations
<u>PHIL</u> 2303	<u>Introduction to Formal Logic</u> <sup>3</sup>

(See [Humanities / Fine Arts](#) Options)

## SECOND YEAR

### First Semester

LGLA 1344 Texas Civil Litigation

LGLA 1355 Family Law

GEN ED [Speech](#) course

LAW ELECTIVE \*

### Second Semester

LGLA 1353 Wills, Trusts and  
Probate Administration

LGLA 2339 Certified Paralegal Exam  
Review (Capstone) <sup>4</sup>

LAW ELECTIVE \*

LAW ELECTIVE \*

1. May substitute MATH-1316, MATH-1324, MATH-1332,  
MATH-1342, MATH-1350, MATH-1351, or MATH-  
1414

2. May substitute GOVT-2306; no other substitutions

3. Recommended for students planning to take the LSAT.

\* Law Electives (9 credit hours): LGLA-1323, LGLA-1343,  
LGLA-1380, LGLA-2307, LGLA-2309, LGLA-2313,  
LGLA-2323, or LGLA-2333

## Certificate Level 2 – Paralegal General

36 credit hours

### Pre-Entrance Requirements

Admission to the college or the degree program does not guarantee admission to the Paralegal General Certificate Program. Prior to admission to the certificate program, students must provide official documentation showing that they have earned a Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, Associate of Arts, Associate of Science, or Associate of Arts for Teaching degree to demonstrate that they have met the American Bar Association requirements of having successfully developed critical reasoning, writing skills, and oral communication skills by completing at least eighteen semester credits of general education courses.

### First Semester

LGLA 1303 Legal Research

LGLA 1307 Introduction to Law and  
the Legal Professions

LGLA 1342 Federal Civil Litigation

LGLA 2333 Advanced Legal Document  
Preparation

### Second Semester

LGLA 1305 Legal Writing

LGLA 2303 Torts and Personal Injury Law

LAW ELECTIVE \*

LAW ELECTIVE \*

### Third Semester

LGLA 1344 Texas Civil Litigation

LGLA 1351 Contracts

LGLA 2311 Business Organizations

LGLA 2339 Certified Paralegal Exam  
Review (Capstone) <sup>1</sup>

1. Students should contact the National Association of Legal  
Assistants (NALA) for current exam eligibility requirements.

\* Law Electives (6 credit hours): LGLA-1323, LGLA-1343,  
LGLA-1353, LGLA-1355, LGLA-1380, LGLA-2307,  
LGLA-2309, LGLA-2313, or LGLA-2323